

APPENDIX I

CEREMONY CHECKLIST

This appendix contains a checklist for successfully conducting military ceremonies. It also shows the sequence of events for a change-of-command ceremony.

I-1. CHECKLIST

Figure I-1 shows a checklist for conducting military ceremonies.

| | |
|-----|---|
| ___ | DETERMINE DATE/LOCATION |
| ___ | PREPARE/MAIL INVITATIONS |
| ___ | SUBMIT EXTERNAL SUPPORT REQUIREMENTS |
| ___ | Sound/podium |
| ___ | Seating |
| ___ | Programs |
| ___ | Coordinate with battalion staff |
| ___ | PREPARE INTERNAL MOI |
| ___ | Troop formation |
| ___ | Uniform/equipment |
| ___ | Mark field |
| ___ | Rehearsals |
| ___ | Ushers/seating plan |
| ___ | Guides/road guards |
| ___ | Flowers |
| ___ | Reception |
| ___ | Inclement weather plan |
| ___ | Guest list |
| ___ | Guidon and staff |

Figure I-1. Military ceremony checklist.

I-2. CHANGE OF COMMAND SEQUENCE OF EVENTS

Use the following sequence of events for a change-of-command ceremony.

- Prelude music.
- Formation of troops.
- Welcome (narrator).
- Introduction of official party (narrator).
- COT moves guidon forward.
- Official party moves to four steps from guidon.
- Official party/first sergeant takes position.
- Narrator reads assumption of command orders.
- Guidon is passed.
- COT returns guidon.
- Reviewing officer comments.
- Outgoing, then incoming, commander comments.
- Infantry/Army song.
- Narrator announces conclusion and administrative remarks.
- COT dismisses troops.